COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

(USAFA) A (|) identifies revisions from the previous edition.

6.6. The base Communications and Information Systems Officer employs a focal point located in IT Contracts Management.

6.6.1. The IT Contracts Manager develops an acquisition strategy for maintenance contracts.

6.6.2. The IT Contracts Management unit ensures annual review of maintenance strategies and reports to verify organizations use the most cost-effective options.

6.6.3. The IT Contracts Manager advises base organization of local maintenance procedure.

6.6.4. Orders are placed through IT Contracts Management for funds management and to ensure cost-effective maintenance.

6.6.5. The IT Contracts Manager ensures Automated Data Processing Equipment operations and Preventive Maintenance schedules do not conflict.

6.6.6. The IT Contracts Manager reviews the PM program.

6.6.7. In addition, obtain System Administrators and IT Contracts Management concurrence.

6.6.8. MACOM Director of C4 Systems or equivalent is the IT Contracts Management at USAFA.

6.6.9. 10 CS/SCB HelpDesk personnel log the action, etc. The ADP Equipment Custodian forwards all maintenance records to IT Contracts Management.

6.6.10. Orders are placed through IT Contracts Management for funding and effective central management.

6.6.11. At the USAF Academy, the Information Technology Management System (ITMS–which replaced ADPRMIS) input is accomplished jointly by the 10 CS budget office and the IT Contracts Management section. ITMS collects data on all IT resources with the budget office providing budgetary data and IT Contracts Management providing information technology narrative and justification.

10.2.13. The ECO provides guidance and annual training for the ECs.

11.5.1. The USAFA ECs will ensure all unit personnel sign an AF Form 1297, **Hand Receipt**, for ADPE they use or control. All ADPE that is checked out (e.g., laptops) for official use on or off base will be issued on an AF Form 1297. No other system for checking out ADPE will be acceptable.

11.9. Unit commanders will include the Equipment Control Officer office (10 CS/SCEA) on their unit out-processing sheet for all Automated Data Processing equipment custodians. This requirement applies to military and civilian personnel.

16.3.1. Information Technology Contract Management uses the Information Processing Management System to create and place orders against applicable DoD, Air Force, and federal contracts.

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